

Pradeep Kumar

Procurement Manager

Dubai

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Willing to relocate: Anywhere

Work Experience

Inventory Manager/Purchaser

Harshad Trading Co LLC - dubai

Present

- Ø Develops the inventory management strategy of the company with the goal to control costs within budget, generate savings, rationalize inventory and maximize the working capital available.
- Ø Maintains and manages inventory of materials and stocked products, which include stock locations and profiles. Using a mainframe computer, he accounts for receipts of new items, returns, back-orders and associated issues, and inputs essential data on all the handled materials, while adhering to strict accounting and auditing procedures.
- Ø Controls perpetual inventory stock counting and accuracy checks, processes and approves payment invoices, and investigates discrepancies and shortages to minimize overstocks and remove redundant and obsolete raw materials.
- Ø Ensures that the inward goods and stock control department is properly controlled and organized for sufficient production support and for the achievement of corporate goals.
- Ø Based on suggested and computer-monitored order listings, he performs regular cycle counts of inventory materials and assists in conducting yearly physical inventory counts.
- Ø Ensures inward products are received and managed according to the company's standard procedure, so materials will be readily available for production or whenever needed.
- Ø Organizes and maintains the inventory floor area to ensure efficient material storage and handling. He also maintains labeling systems on the stock items.
- Ø Makes sure that any late materials or those that hold up production for a certain reason are followed up until they are received. Also, he sees to it that sub-contract processes are received back and ensures no late deliveries in the future with suppliers.
- Ø Provides routine management data regarding inventory performance, which involves evaluating and monitoring usage and cost of materials, consumables and scrap.
- Ø Creates and maintains accurate written procedures for the primary inventory control functions and processes, ensuring accuracy and integrity of the stock management system implemented.
- Ø Implements improvement systems and processes to reduce inventory setbacks, while minimizing costs and maximizing working capital. He also ensures that work orders are fully and properly completed and that all stocks have been correctly allocated to corresponding jobs.
- Ø Creates daily reports to control the key critical areas of the stock system and address any discrepancy. This task involves managing control measures to make sure inaccuracies and errors are highlighted and resolved.
- Ø Coordinates periodic safety inspections and testing of any specialized piece of utility equipment.
- Ø Performs miscellaneous duties, which are work-related, as assigned.

Procurement Manager

MT Educare LTD - India

January 2015 to December 2017

- Ø Overall responsibility of the Purchase
- Ø Checking Quotation for the Suppliers.
- Ø Making the Comparison Statement.
- Ø Maintaining Local Purchase Order.
- Ø Clarification for the Prices.
- Ø Maintaining For centre requirements.
- Ø Maintaining for LPO/Inventory system.
- Ø Daily vendor follow up.
- Ø local raw material purchase
- Ø Good relationship with all supplier & vendor
- Ø Develop new vendor & suppliers
- Ø Daily Budget statement preparation
- Ø Maintain Asset Management system
- Ø Identification of Lab/Library/Consumable Material
- Ø Forecasting of spare parts requirement
- Ø Reconditioning of spare parts
- Ø Maintaining AMC Contract
- Ø Monthly visit to all the centre find out the exact material requirement of month and also for the meeting purpose of local vendor
- Ø Monthly meeting with centre heads to know the details of procurement
- Follow up with the financial department to make the smooth payment to the vendor and build up cordial relationship with vendor

Procurement/ Store Manager

Shantha lectrical Switchgear LLC - india

January 2014 to December 2015

- Ø Overall responsibility of the Stores/Purchase
- Ø Maintaining Ware House Production and Stock Records.
- Ø Checking Quotation for the Suppliers.
- Ø Maintaining Local Purchase Order.
- Ø Clarification for the Prices.
- Ø Maintaining For sites requirements.
- Ø Maintaining for LPO/Inventory system.
- Ø Monthly planning & fixing the target for export & local with marketing & production in charge
- Ø Daily vendor follow up.
- Ø Total export & local raw material purchase
- Ø Good relationship with all supplier & vendor
- Ø Develop new vendor & suppliers
- Ø Inward material entries
- Ø GRN preparation
- Ø Stock counting at vendor every quarter
- Ø Daily dispatches Invoice preparation

Ø Total co-ordination of transport for dispatches & Transporters quotation, negotiation to finalizations of rates.

Store Manager

Maintaining Ware House Production and Stock Records
2014 to 2015

Overall responsibility of the Stores/Purchase

- Maintaining Ware House Production and Stock Records.
- Checking Quotation for the Suppliers.
- Maintaining Local Purchase Order.
- Clarification for the Prices.
- Maintaining For sites requirements.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export & local with marketing & production in charge
- Daily vendor follow up.
- Total export & local raw material purchase
- Good relationship with all supplier & vendor
- Develop new vendor & suppliers
- Inward material entries
- GRN preparation
- Stock counting at vendor every quarter
- Daily dispatches Invoice preparation
- Total co-ordination of transport for dispatches & Transporters quotation, negotiation to finalizations of rates.

Job card entry

Worked in Al Nahadha Al Omania LLC Oman as a Procurement Assistant Manager during the period of 2012-2014 My responsibilities included:

- Overall responsibility of the Purchase
- Checking Quotation for the Suppliers.
- Making the Comparing Statement.
- Maintaining Local Purchase Order.
- Clarification for the Prices.
- Maintaining For sites requirements.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export & local with marketing & production in charge
- Daily vendor follow up.
- Total export & local raw material purchase
- Good relationship with all supplier & vendor
- Develop new vendor & suppliers
- Daily Budget statement preparation
- Minimise the Break Down report
- Identification of spare parts (Dozer,Excavator,jcb,Rollers,Boom loaders,Drill rigs,Pickups,cars all kind of construction equipments)
- Forecasting of spare parts requirement
- Reconditioning of spare parts

Worked in Group 4 Tiles & Sanitary as a Purchaser & Store Incharge during the period of 2010-2012 My responsibilities included:

- Overall responsibility of the Stores/Purchase
- Maintaining Ware House Production and Stock Records.
- Checking Quotation for the Suppliers.
- Maintaining Local Purchase Order.
- Clarification for the Prices.
- Maintaining For sites requirements.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export & local with marketing & production in charge
- Daily vendor follow up.
- Total export & local raw material purchase
- Good relationship with all supplier & vendor
- Develop new vendor & suppliers
- Inward material entries
- GRN preparation
- Stock counting at vendor every quarter
- Daily dispatches Invoice preparation
- Total co-ordination of transport for dispatches & Transporters quotation, negotiation to finalizations of rates.
- Job card entry
- Packing list preparation.

Technical Sales Associate Advisor

Land Mark Group

2009 to 2010

Interfacing with customers to assist them in making purchasing decisions.

- Representing the Orvis Company to the general public and providing superior customer service.
- Being an expert in all product lines represented in the store.
- Responsible for a specific area or group of products.
- Maintaining stock levels on these products.
- Merchandising and housekeeping in the area of responsibility.
- Becoming a product expert in the area of responsibility.
- Training other staff members on the products in the area of responsibility.
- Responsible for general merchandising, display and housekeeping throughout the store and stock areas.
- Processing shipments from the warehouse and stocking the selling floor.
- Performing sales transactions on the POS register system.
- Assist customers with special orders and catalogue phone sales.

Outgoing & friendly personality

- Previous retail and merchandising experience
- Team oriented
- Appreciation for the outdoors
- Multi-task oriented
- Positive attitude

Worked at Prisma electrical switchgear co LLC, Sharjah as Purchase Store Manager during the period of 2007-2009 My responsibilities included:

- Overall responsibility of the Stores
- Maintaining Ware House Production and Stock Records.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export & local with marketing & production in charge
- Inward material entries
- GRN preparation
- Stock counting at vendor every quarter
- Daily dispatches Invoice preparation
- Total co-ordination of transport for dispatches & Transporters quotation, negotiation to finalizations of rates.
- Finish good entry from shop
- Job card entry
- Packing list preparation.

Worked at Al Kalleeje Gulf Rock Engineering, Sweden Management Group Sharjah as Purchase Manager (Plant and Machinery Spare Parts) during the period of 2003-2007 My responsibilities included:

- Overall responsibility of the Stores/Purchase
- Maintaining Ware House Production and Stock Records.
- Checking Quotation for the Suppliers.
- Maintaining For sites requirements.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export
- Good relationship with all supplier & vendor
- Inward material entries
- GRN preparation
- Stock counting at vendor every quarter
- Daily dispatches Invoice preparation
- Total co-ordination of transport for dispatches
- Finish good entry from shop
- Packing list preparation.

Worked at Al Salam Printing Press Sharjah. During the period of 1998-2001. In the position of Store Incharge My responsibilities include:

- Overall responsibility of the Stores
- Maintaining Ware House Production and Stock Records.
- Maintaining for LPO/Inventory system.
- Monthly planning & fixing the target for export & local with marketing & production in charge
- Inward material entries
- GRN preparation
- Stock counting at vendor every quarter
- Daily dispatches Invoice preparation
- Total co-ordination of transport for dispatches & Transporters quotation, negotiation to finalizations of rates.
- Finish good entry from shop
- Job card entry
- Packing list preparation.

Education

SSLC in the year in Education

Karnataka State

Diploma in the year

Manipal Institute of Computer Education

Skills

EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), ERP (Less than 1 year), Excellent communication skills. (Less than 1 year), marketing (4 years)

Additional Information

Skills:

- Excellent communication skills.
- Very good inter-personnel skills.
- Ability to keep up to the latest. Able to work under pressure.
- Good marketing skills and ideas.
- Able to handle responsibilities well.

Computer Knowledge:

Software:

Software: - Oracle Runtime /Tradesy/Linux

Office - Microsoft Office 2000/XP/2003

Designing - Adobe Package.

Online Software: - SPN, Tradesy ,ERP

My Goal:

I am looking forward to work for a company with bright prospects. I am aggressive and capable of working under pressure with capability ranging from Sales and marketing and Technical knowledge. Given a chance I would soon prove that I am an indispensable part of the company.

Pradeep Kumar

Mangalore.